

☐ **INCOME SUB-LEASE AGREEMENT**  
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**CONTRACT PARTIES**

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**(INCOME) SUB-LESSOR (First Party or 1st Party)**

Contact Person: \_\_\_\_\_

**SUB-LESSOR NAME:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Type of Firm: ( ☐ ) Individual; ( ☐ ) Partnership; ( ☐ ) Corporation; ( ☐ ) Government (    ) LLC

Firm's Taxpayer Identification No. \_\_\_\_\_

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**SUB-LESSEE (Second Party or 2nd Party)**

Contact Person: \_\_\_\_\_

**SUB-LESSEE NAME:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Type of Firm: (    ) Individual; (    ) Partnership; (    ) Corporation; (    ) Government (    ) LLC

Firm's Taxpayer Identification No. \_\_\_\_\_

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Property Description \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_

State: \_\_\_\_\_ Zip Code \_\_\_\_\_

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☐ Reference State Lease Agreement Contract ID # \_\_\_\_\_

☐ Landlord Authorized Subletting (if required)

WITNESSETH, that First Party, in consideration of the rents, covenants and agreements of Second Party, hereinafter set forth, does let, lease and rent to Second Party the above described property.

## 1. TERM

To have and hold the same for the term of:

- a. Lease term begin date \_\_\_\_\_ (mm/dd/yyyy)
- b. Lease term end date: \_\_\_\_\_ (mm/dd/yyyy) (if no end date, write indefinite)
- c. Length: \_\_\_\_\_ years \_\_\_\_\_ months

## 2. RENTAL PAYMENTS

Second Party agrees to pay equal (check one) ☐ monthly, ☐ quarterly, ☐ semi-annual, or ☐ annual installments of \$ \_\_\_\_\_, commencing on the \_\_\_\_ day of \_\_\_\_\_, and on the \_\_\_\_\_ day of each corresponding payment period thereafter until the term of this lease ends; or in concurrence with payment schedule in Special Provision \_\_\_\_\_

The space herein above described contains \_\_\_\_\_ square feet of space for office use at the rate of \$ \_\_\_\_\_ per square foot per annum; \_\_\_\_\_ square feet of floor space for records and property storage use at the rate of \$ \_\_\_\_\_ per square foot per annum; and \_\_\_\_\_ (square feet of floor space) (acres, more or less); for other use (specify): \_\_\_\_\_

The approximate FTE (full time employees) working on these premises is \_\_\_\_\_.

## 3. UTILITIES

Public utilities will be furnished and paid for by First (1<sup>st</sup>) Party, Second (2<sup>nd</sup>) Party, Third (3<sup>rd</sup>) Party, Occupant or Other as follows:

- |                       |                 |
|-----------------------|-----------------|
| (a) water _____       | b) gas _____    |
| (c) electricity _____ | (d) heat _____  |
| (e) telephone _____   | (f) other _____ |

**4. ADDITIONAL SERVICES:** Additional Services shall be furnished and paid for by First (1<sup>st</sup>) Party, Second (2<sup>nd</sup>) Party, Third (3<sup>rd</sup>) Party, Occupant or Other as follows:

- |   |       |
|---|-------|
| (a) Grounds maintenance & landscaping, lawn care including mowing, cleaning of parking areas, entrances & sidewalks | _____ |
| (b) Snow removal  | _____ |
| (c) Pest control  | _____ |
| (d) Custodial service of leased area  | _____ |
| (e) Custodial service of common area  | _____ |
| (f) Other _____   | _____ |

Refer to Special Provision \_\_\_\_\_ for additional explanation (i.e. frequency or level of service), if needed.

## 5. SPECIAL PROVISIONS

The following Special Provisions indicated by an X and numbered as listed hereafter or those additional numbered Special Provisions contained on an attachment are made a part hereof and incorporated in to this contract. (These numbers of the Special Provisions and any Additional Special Provisions applicable must be listed on the following line.)

The following Special Provisions apply: → \_\_\_\_\_

If applicable, mark an **X** in the box below.

Spec. Prov. 1. (    ) Termination Prior to Expiration of Term: Notwithstanding the length of term, First Party or Second Party may terminate this lease at any time prior to the expiration of the term upon the giving of \_\_\_\_\_ days notice in writing to either Party.

Spec. Prov. 2. (    ) Renewal: By the giving of notice in writing to First Party at least \_\_\_\_\_ Days prior to the end of the term specified, Second Party may renew this lease for an additional term of \_\_\_\_\_

Spec. Prov. 3. (    ) Parking: First Party shall furnish to Second Party off-street parking for \_\_\_\_\_ motor vehicles upon land adjacent to the leased facility.

## 6. ADDITIONAL SPECIAL PROVISIONS

Additional Special Provisions, if any, should be set out on a separate sheet to begin with number four (4).

Special Provisions must all be listed in numerical order to be considered effective to bind the parties; First Party and Second Party to this agreement must sign their names immediately following the last listed Additional Special Provision.

The following Additional Special Provisions apply: → \_\_\_\_\_

## APPROVALS of SUB-LESSORS & SUB-LESSEE

Sub-Lessor \_\_\_\_\_ Date \_\_\_\_\_

CERTIFICATION STATEMENT: I certify that the lease agreement is entered into within the authority of law, is with my approval, and that the person signing the same for the State immediately below is authorized to do so.

Sub-Lessee: \_\_\_\_\_ Date \_\_\_\_\_

## APPROVALS of STATE OF KANSAS: For Use by State of Kansas Signatories Only

Attorney, Department of Administration \_\_\_\_\_ Date \_\_\_\_\_

Director of Facilities Management, Department of Administration \_\_\_\_\_ Date \_\_\_\_\_